



## **Treasurer's Role Description**

The role of the Treasurer is to be responsible for the financial supervision of the Club to allow the Committee to provide good governance. The Treasurer is responsible to regularly report on the Club's financial status to both the Committee and the Club members.

The Treasurer should have good organizational skills and some financial expertise and the ability to maintain accurate records. He/She should be a dedicated club person who is honest and trustworthy with communication and computer skills.

Duties include but not limited to:

- Provide advice to the Committee in their management of the Club finances and administer all financial affairs of the Club.
- Ensure development and Committee review of financial policies and procedures
- Receipt of incoming monies and banking of same
- Pay all accounts and maintain accurate records of all income and expenditure
- Ensure that all receipts and authorized payments balance with bank deposits and withdrawals every month
- Present monthly bank reconciliation statements at general meetings
- Prepare end of financial year balance sheet and reports for auditing at least 2 months prior to Annual General Meeting
- Be a signatory on club accounts
- Keep accurate record of all membership payments and send out renewal notices at least one month prior to end of financial year.